

COLLECTIONS REVIEW -- MISSOURI

	YES	NO	N/A
<u>Safeguarding Collections:</u> 1. Form RD 451-1, Acknowledgment of Cash Payment, is prepared for all cash receipts for all programs and is prepared in numerical sequence. 2. Cash is converted to draft, cashier's check, or money order. 3. Collections are generally paid by check or money order and not by cash. 4. All non-AMAS collections are posted to Exhibit A - MO 1951-B Register of Collections. 5. Cash, checks, and money orders are stored in a locked cabinet or locked drawer during the day and in a locked fireproof safe at night. 6. Miscellaneous collections are mailed to the designated lockbox each day. <u>Processing Collections:</u> 7. Collection documents Exhibit A - MO 1951-B, 451-1, 451-2, Schedule of Remittances; 370-46B, Payment Coupon; 3550-17, Funds Transmittal Report; 3550-26 and 3550-27, Substitute Payment Coupon, etc.) are prepared correctly and in accordance with the FMI's. 8. Wholesale lockbox collections are posted to Exhibit B - MO 1951-B and balanced daily by preparing Form RD 1951-60, Field Office Remittance Reconciliation Report. 9. The Exhibit A - MO 1951-B are balanced daily to Forms RD 370-46B, 1951-60, 3550-17, 3550-26, 3550-27, and farm credit related collection items transmitted to the local Farm Services Agency office for processing.			

	YES	NO	N/A
<p><u>Processing Collections (Cont.):</u></p> <p>10. Collections are posted to Exhibit B - MO 1951-B and sent to the correct location/designated lockbox address for the applicable collection method (wholesale lockbox, direct payment lockbox, RHS wholesale or retail lockboxes, etc.).</p> <p>11. For collections received and submitted by field offices, borrower on-line account history and/or payment status screens are periodically checked (at least 2 business days per month) to confirm that collections are updated to the automated accounting system for the correct amount and date of credit.</p> <p>12. Administrative collections (freedom of information fees) are sent with Form RD 104-1, Public Information Transmittal and/or Receipt, and/or a transmittal explaining disposition of funds to the lockbox address listed in RD Instruction 2018-F, Availability of Information, subsection 2018.255(e)(3).</p> <p>13. Cash collections over \$10,000 are reported to the Internal Revenue Service in accordance with RD Instruction 1992-E, Reporting Property Transactions to the Internal Revenue Service, subsection 1992.202.</p> <p><u>Separation of Duties:</u></p> <p>14. To the extent practical, at least two employees will be involved in receiving and processing collections. One employee receives collections and prepares the cash receipts and collection logs (i.e., Form RD 451-1, Exhibit A - MO 1951-B); a second employee prepares the collection data for payment application; i.e., Forms RD 451-2; 3550-17; 3550-26; 3550-27; and 370-46B, and the first employee who received and recorded the collection (or third person) balances the daily collection items.</p> <p>15. The daily collection logs Exhibit A, B, or C - MO 1951-B are reviewed and initialed by an employee other than the employee who prepared the Exhibits.</p> <p>16. The above duties are rotated at least semiannually.</p>			

	YES	NO	N/A
<p><u>.File Maintenance:</u></p> <p>17. The Sub-Area Office Team Leader reviews collection activities monthly and documents the results of the review on this interim review guide.</p> <p>18. Operational files are maintained in accordance with RD Instructions 2033-A, Records Management in State, Area, and Sub-Area Offices; and 1951-B.</p> <p>19. Forms RD 451-1 are stored in a locked fireproof cabinet.</p> <p>20. The numeric sequence of numbers listed on Form RD 2024-6, Notice of Transmittal and Receipt, used to transmit new supplies of Form RD 451-1 booklets to field offices, agree with the sequential numbers on Form RD 451-1's.</p> <p>21. Copy of Form RD 2024-6 acknowledging cash receipt books are filed in the operational file.</p>			

Office Location Being Reviewed: _____

Month(s) Reviewed: _____

Signature of Reviewer: _____

Date of Review: _____

Comments: